**DEPARTMENT OF THE ARMY**

**U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE 14000 MSCOE LOOP, SUITE 220**

**FORT LEONARD WOOD MO 65473**

ATZT-OPA-D 01 Feb 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MSCoE G-3/DoTD Faculty and Staff Development Office (FSDO) Course Registration Policy

1. This memorandum applies to all courses managed by the MSCoE G-3/DoTD FSDO.
2. The procedures for requesting FSDO course attendance are as follows:
   1. Brigade/Battalion/Directorates of Training consolidate nominations on the FSDO Course Request Worksheet, Enclosure 1. List names on the request for training in the order of merit established by the unit. Requests from individuals or units smaller than Battalion/Directorate of Training will not be accepted unless there is not a higher headquarters.
   2. Name the training request worksheet using the following naming convention: **Course name\_Training Request\_unit\_date** (of request), for example: CFD- IC\_Training Request\_3rd CM BDE\_13Sep19.
   3. Send request(s) (ENCRYPTED) to the course managers (cc the alternate) using the same naming convention in 2.b. for the subject line:

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| --- | --- |
| **Course** | **Course Manager** |
| Common Faculty Development –  Instructor Course **(CFD-IC)** | Scott Rocker; alt Bryan Boytek |
| Advanced Facilitator Skills Course  **(AFSC)** | Bryan Boytek; alt Scott Rocker |
| Common Faculty Development –  Developer Course **(CFD-DC)** | Cedric White; alt Richard McBeth |
| Advanced Training Developer Course  **(ATDC)** | LaTrelle Walker; alt Cedric White |
| Company Commander First Sergeant  Pre-command Course **(CCFSPCC)** | SSG McKenzie; alt LaTrelle Walker |
| Training & Education Developer Middle  Manager Course **(TEDMMC)** | LaTrelle Walker |

|  |  |
| --- | --- |
| Cadre Training Course **(CTC)** | SSG Vendl; alt SSG Simon |
| Installation Staff & Contractor Training  Course **(ISCTC)** |
| Support Cadre Training Course **(SCTC)** |
| Digital Training Management System-  Course Manager **(DTMS-CM)** |
| Senior Training & Education Managers  Course **(STEMC)** | Coordinator: LaTrelle Walker |

* 1. Ensure that training requests are received by the MSCoE FSDO no earlier than 90 days but no later than (NLT) 10 working days from the training start date. The FSDO will send a final roster to unit POCs and individuals attending the courses NLT 5 working days from the training start date.

1. Changes or deletions submitted after the final class rosters have been published (5 working days prior to class report date), must be submitted through the MSCoE FSDO with a reason for the change. If a unit requests cancellation of a student after the final class roster is published that unit could lose the class seat if there are alternates or other unit requests for the same training. Changes will not be accepted on the Friday or the day prior to start date, except for emergency reasons.
2. If a request for training comes from other than Fort Leonard Wood (for example, someone from Fort Leavenworth is requesting the CCFSPCC), the FSDO Course Manager must request that a quota source be added to ATRRS for that installation. This request goes through the MSCoE ATRRS Schools Manager (G-3/DoTD) and will allow the student to enroll through ATRRS so their TDY orders can be processed. After there is an ATRRS reservation the FSDO Course Manager will add them to the class roster.
3. The FSDO intends to work with units to meet Training Resources Arbitration Panel (TRAP) requirements. The unit will need to submit a request for a TRAP, with a by name list of personnel requiring the course (see Enclosure 1) to the FSDO Chief. TRAP approvals will be based on timeliness of the request and classroom/instructor availability.
4. This policy is effective immediately. All training requests sent through the previously used INBOX at USARMY Ft Leonard Wood MSCoE Mailbox g3-dotdschools will be processed. The point of contact for this memorandum is the MSCoE G-3/DoTD, Chief FSDO, Mr. Rodney Burton, 563-7412, [rodney.g.burton2.civ@mail.mil](mailto:rodney.g.burton2.civ@mail.mil).

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Donna M. Grzyb

Chief, Development Support

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Chief, Development Support, Academics G-3/DoTD, MSCoE

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Cdr, 43d AG Battalion

Cdr, 58th Trans Bn, ATTN: S-3 Cdr, CTC, MSCOE

Cdr, 763d EOD

Cdr, MEDDAC, MCXP-HR Cdr, DENTAC, ATTN: NCOIC

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